

Missouri Assessment Program Early Return Instruction Sheet Spring 2007

DISTRICT:

SCHOOL:

(AS LISTED IN THE MISSOURI SCHOOL DIRECTORY)

Schools participating in Early Return Testing have been notified in advance by the Missouri Department of Elementary and Secondary Education. Please follow the pickup instructions and schedule below. For detailed instructions on packaging and scheduling pickup of MAP testing materials please refer to the Spring 2007 MAP Test Coordinator's Manual.

The District Test Coordinator must use CTB's online transportation system to schedule pickup of Early Return Testing materials. If you have any questions or need assistance of any kind please contact the MAP Service Line at 1-800-544-9868.

EARLY RETURN TESTING SCHEDULE	
Early Return Testing Window	March 26 – April 13, 2007
Window to <u>Schedule Pickup</u> of Early Return Testing Materials	March 26 – April 18, 2007
LAST DAY for Pickup of Early Return Testing Materials	Pickup MUST OCCUR as soon as TESTING is COMPLETE, but <u>NO LATER THAN</u> April 23, 2007

To ensure timely pickup of testing materials, please follow these easy steps:

1. **select date for pickup** which immediately follows end of your district's test window.
2. **schedule pickup via CTB's online transportation system** at least 2-3 days before your selected pickup date to allow for carrier travel time to your location.

NEW THIS YEAR → District Test Coordinator packets include neon "EARLY RETURN" labels. District Coordinators are asked to apply these labels to the outside of all boxes containing test materials from schools participating in the state scaling sample to facilitate expedited processing of the test materials.

Please note that timely return of materials to CTB is imperative to ensure on time scoring and reporting. Thank you for your assistance.